Birmingham Professional Forum
19 February 2013
Lee Sanders, Registrar and Secretary
Agenda

- Introduction – Lee Sanders
- Institute of Advanced Studies – Professor Malcolm Press
- Secondments – Victoria Pargetter and Paul Scott
- University Transition Review – Professor Donna Lee
- Project community – Pippa McNee
- Questions
Institute of Advanced Studies (IAS)
Professor Malcolm Press, Head of College of Life and Environmental Sciences and Director of IAS
The Institute of Advanced Studies (IAS)

Inspiring Interdisciplinary Research

Antonia Layard, Professor of Law and Geography: “The Institute of Advanced Studies and the enthusiasm for cross-disciplinary, academic-led, socially relevant work is one of the things that so genuinely interests me about working at the University of Birmingham.” Read more testimonials here.

Next workshop: Beyond the Rights and Wrongs of Abortion - Thursday 21 - Friday 22 March

Forthcoming Workshops

Inaugural Themes

EnoughFoodIF Why is aid important? Watch a video on an aid funded project tackling hunger for the long term in Burkina Faso.

IASWarwick New ECR blog: Developing your Career as an ECR by @comptucson

Join the conversation
Secondments
Victoria Pargetter, Assistant Registrar
Paul Scott, Marketing Officer, College of Social Sciences
What are secondments?

• A secondment is an opportunity for a member of staff to work in a different role at the University for 6 -12 months

• At the end of the agreed period, the member of staff will return to their previous role
What are the benefits of doing a secondment?

The University recognises secondments as an opportunity to:

• Enhance your skills, knowledge and experience
• Provide a development opportunity
• Give experience of different parts of the University
• Enable you to be more effective in your substantive role
Secondments at UoB

- The Birmingham Professional launched in December 2011:
  - Committed to support and develop our staff
  - Provide opportunities for career and personal development
- Staff showed a high level of interest in secondments
- RLG committed to look at the way fixed term posts are advertised to encourage secondments
Secondments at UoB

• There are a growing number of people who have experienced secondments:
  ▪ Applied for advertised secondments (University Jobs pages)
  ▪ Pro-actively approached someone in an area of interest to see if anything is available
Who is eligible?

In order to be eligible for a secondment you should:

• Have completed your probation

• Have a good performance record

• Demonstrate the behaviours the University is seeking in its Professional staff

• Be able to demonstrate the value of the secondment to yourself and/or the department
How to apply

• There are lots of opportunities available
• Check the jobs pages on the website
• Discuss with your line manager in your development review
• Speak with both your line manger and the person advertising the post
Further information on secondments can be found on the intranet:

https://intranet.birmingham.ac.uk/hr/leave/development/secondments.aspx
• My background

• My secondment to Social Sciences

• Is a secondment for you?
Background

• Previously a student at Birmingham – involved in lots of events – part of the group that started the Vale Festival

• Re-joined the University in 2007 as an Events Officer in the Careers Centre

• Moved to the Personal Skills Award (PSA) as Project Officer in 2008
Project Officer – Personal Skills Award

- Spent 3 years as a Project Officer on the PSA
- Developed skills in marketing, teaching, administration and networking
- Developed many different skills, but didn’t specialise in any one particular area – I became a ‘jack of all trades’
Secondment Opportunity - MDS

• Suggestion came from my manager at the time to apply for MDS vacancy

• Didn’t get original job that I applied for
Marketing Officer – Social Sciences

• Phone call the next day from CoSS – inviting me to apply for the vacant position there

• Successful application this time!

• Original secondment was for ten months, later extended to 18 months to cover a second vacant position
Skills Learned and Benefits

• Developed specialised marketing skills – e.g. writing marketing strategies, producing content for brochures and the web

• Networking skills, working with numerous College and Central teams, College and School senior managers and directors

• Developed photography and video skills

• Further developed event management skills
Outcome

• I ended up staying in CoSS!

• Secondment chain had continued in Careers Centre – allowed my replacement to stay in her new role and her replacement to stay in their new role....
Is it for you?

• How long have you been in your current role?
• How much upheaval will it cause?
• What sort of relationship do you have with your manager?
• What benefits will it bring to your team when you return from your secondment?
Advice

• Look at your options

• Research the role and its benefits

• Speak to people who have undertaken secondments and their experiences
Contact

• I’m happy to talk to you about my experience 😊

• Contact me at p.l.scott@bham.ac.uk
Transition Review
Professor Donna Lee, University Senior Tutor
Transition Review

Professor Donna Lee (University Senior Tutor)
Background

- Commitment in 2012/13 OFFA Agreement to enhanced personal tutoring systems
- New Code of Practice on Personal Tutoring and Academic Feedback introduced w.e.f. 1st Aug 2012
- NSS/Guild concerns over visibility and quality of Personal Tutoring & academic feedback
- Variety of existing personal tutorial systems, expectations and outputs across UoB
Transition Review: Active Engagement for 1st yr Undergrads

- Re-Induction Events
- Personal Tutorial
- Academic Skills Centre
Transition Review Tutorial content

- Retention and progression
- Academic feedback and needs analysis
- Recognising achievement
- Future goals
School responsibilities

- Transition Review held for all 1st year and direct entry UGs in semester 2, weeks 4 & 5
- Publicise Personal Tutorial system and Transition Review during induction and in School/programme handbooks
- Develop audit mechanisms to ensure all eligible students have a Transition Review
- Maintain records of review meetings & follow-up on students causing concern
Professional Services Support

- Transition Review templates / pro-formas
- Personal Tutor Handbook
- “Quick-reference” information card to signpost non-academic needs
- University Senior Tutor and Academic Services
- Academic Skills Centre
- PASS, PSA, UG Research opportunities
- Careers Network initiatives
- Online resources e.g. Skills4Study
“Re-Induction” activities during Transition Review

- Get-Involved Fair
- Student Support Campaign
- GRAB Events
- Intercultural Exchange events
- Non-Traditional student events
Academic Skills Centre

- Library Tours & Library skills sessions
- Academic Skills Workshops
- Drop in 1:1 sessions
- Maths skills
Project community
Pippa McNee, Project Officer
Project management is the controlled process by which projects are consistently and successfully delivered.

Ian Quinnell
Head of Project Office
Project Office

- Head of Project Office - Ian Quinnell
  - 6 Project Managers
  - 1 Process Analyst
  - 3 Project Officers

- Remit – to manage and support the delivery of strategic projects across the University
The Project Office

projects@contacts.bham.ac.uk
What sort of Projects?

- PURE, opening new Centre in Guangzhou, UTS
- Supporting the IT strategic plan
- Local, college level involvement – the Heritage Hub
- Bramall ticketing system
- ITSMP, iVLE
- Rolls Royce
Heritage and Cultural learning Hub

“From the early days until Christmas 2011, the Project Office provided planning and support ranging from maintaining a risk register to mapping the Hub's increasingly complex networks of cross-sector and cross-disciplinary partners. More than this, the Project Manager was a highly valued critical friend to a multi-million pound initiative during its key development phase.”

Dr Richard Clay, Co-Director of the Heritage and Cultural Learning Hub, College of Arts and Law
Other than Projects…

• Project Management Forums
• Facilitate workshops – generate ideas, prioritise tasks
• Coaching / Mentoring
• Drop-in Sessions
• Bespoke training and General advice
Improving Project Management Capability at the University

• Over the last two years over 300 staff have undergone Project Management training

• Underpinned by our methodology that reflects the unique environment in which we work, detailed in our Project Management Handbook v5
Training

• Principles of Project Management – 1 day
  Theory based but with reference to project documentation and skills

• Project Simulation – 2 day
  Used amusement park model and incorporated soft skills, putting them to the test in a scene setting context

• Places still available please go to POD website to check dates
Training feedback

“Really enjoyable training, loved the theme of an actual project and getting involved, very interactive/ hands on”

“It was really great as it was so practical, not just listening to loads of it”

“Very enjoyable 2 days and very useful and informative course”
Skills required of the Project Manager

• Ability to plan
• Organisational skills
• People management
• Problem solving
• Attention to detail
• Effective communication
• Appropriate negotiation
• Conflict management
• Administrator
What do you actually do?

• **Project Management**
  not just about theory, documentation and bureaucracy but a “dynamic process” – working with people, motivating them, supporting and sometimes challenging them all the while keeping sight of the project’s objectives.
What we can offer the project community

• Expertise and support methodology

• Toolkits and health checks - online supporting tools to supplement your work Planning, Benefits, Change Management, Risk, Stakeholder Engagement

• Networking - share experiences and solutions

• All of the above will improve your chance of a successful project!
What next?

• Come and join us!
• Join the lunch and learn sessions
• Participate and contribute in the future launch of sharing lessons learned
• Contact us…

We are the University’s Project Office

intranet.birmingham.ac.uk/projects

projects@contacts.bham.ac.uk
Save the Date!
Project Management Forum
Wednesday 27th March, 0900-1300

“Sharing knowledge from Projects”
interactive session
Questions?

Feedback and topic requests can be sent to: internalcomms@contacts.bham.ac.uk

For the latest staff news and events visit: intranet.birmingham.ac.uk
Next event

Networking part 1 : Networking workshop
(21 February, 8.45am-1pm)

• New skills to network effectively at all levels
• Have conversations with new people; direct conversations; ‘work the room’

birminghamprofessional@contacts.bham.ac.uk